

LILA COCKRELL THEATRE RENTAL RATES

Class II Events for which no admission is charged or other compensation realized, or for school, church, or other recognized non-profit organizations receiving all receipts from the sale of tickets or donations.

All rates, unless otherwise specified, are on a per day basis. All San Antonio Convention, Sports and Entertainment Facilities contracts will have a minimal rental charge of \$300.00.

A "rental day" is defined by the San Antonio Convention, Sports and Entertainment Facilities as beginning at 6:00 am and ending 12:00 midnight. Additional charges of \$300.00 per hour or any portion of an hour on events going past 12:00 midnight, with prior approval by Director of Convention, Sports and Entertainment Facilities or his representative.

Move-in or move-out between 12:00 midnight – 6:00 am is \$100.00 per hour or any portion of an hour, with prior approval by Director of Convention, Sports and Entertainment Facilities.

LILA COCKRELL THEATRE

A. First Floor:

\$1,500.00 vs. 8% of gross ticket sales, whichever is greater (after taxes), \$2,250.00 ceiling per performance. Flat rate of \$1,500.00 per performance when no admission is charged or for charitable fund-raisers. Additional same-day rehearsal that require physical changes to the prior set-up \$700.00 each.

B. Entire Theatre:

\$2,500.00 vs. 8% of gross ticket sales, whichever is greater (after taxes), \$3,500.00 ceiling per performance. Flat rate of \$2,500.00 per performance when no admission is charged or for charitable fund-raisers. One same-day rehearsal, no charge. Additional same-day rehearsals that require physical changes to the prior set-up \$700.00 each.

C. For multiple performances utilizing two (2) or more consecutive performance days \$1,800.00 vs. 8% of gross ticket sales whichever is greater (after taxes), \$2,700.00 ceiling per performance.

D. Move-in, move-out or rehearsal days- \$700.00 per day (6:00 am-12:00 midnight), move-in or move-out between 12:00 midnight - 6:00 am is \$100.00 per hour or any portion of an hour.

LILA COCKRELL THEATRE RENTAL POLICIES

A. Included In Your Rental

1. Rental includes twelve 8'x30" tables and 24 chairs. Additional equipment will be charged at current rates. See Section C. Equipment Rental, Services & Labor Rate Schedule.

2. Normal housekeeping services are provided, excluding the property of others. Additional clean up fees may result from the use of production related or decorative items in the seating area including, but not limited to streamers or confetti (if approved), brochures, other pre-set items, etc.
3. Rental **does not** include stage-hands, house technicians, soundboard operators, spotlight operators, security (Off Duty PD), ushers, ticket takers or other needed personnel. Licensee must make necessary arrangements to employ such staff, as approved by the San Antonio Convention, Sports and Entertainment Facilities Director or his designee.
4. **Audio:** Use of the [Basic Sound System](#), inclusive of three (3) wired microphones is included in the Theatre rental
5. Use of an [Enhanced Sound System](#) is available for those who place a premium on sound. See the Equipment Rental, Services & Labor Rate Schedule for costs and details of the upgraded system. For more technical details pertaining to the audio systems, contact the Technical Systems Supervisor at 210-207-8564.
6. **Lighting:** House lights and 20 additional lights (with the exception of spot lights) are included in the Theatre rental. Color gels and filters are not included and must be rented from an outside source. For technical details pertaining to the lighting systems in the Lila Cockrell Theater, contact the Technical Systems Supervisor at 210-207-8564.
7. Rental includes normal air conditioning (A/C) or heating during event hours, inclusive of appropriate pre-cooling / heating time. Upon request, A/C or heating is available during move-in, move-out and rehearsal times for an additional fee. See Section C. Equipment Rental, Services & Labor Rate Schedule.

B. General Policies

1. The location of the Lila Cockrell Theatre is at the main access point into the Henry B. Gonzalez Convention Center, on the East Bank. Attendees, displays and all theatre related events must be contained to the Theatre lobby area and in no way block or obstruct the main concourse entry. Security personnel may be required to ensure such action, or the Facilities Director may order such personnel at the licensee's expense. The main concourse area is classified as Public Access area and may not be used for registration, practice, rehearsals, dining or a congregation area by the theatre users.
2. Food & beverages are not permitted within the main house seating area of the theater. Licensee will incur an additional clean-up fee of \$300.00-\$500.00 if food or beverages are taken into the main house.
3. The Green Room is to be held exclusively for main performers. Production offices and crews are prohibited. If damages or loss occur to the room, Licensee will be responsible.
4. A San Antonio Convention, Sports and Entertainment Facilities house technician must be on duty during all hours of an event when the theatre's sound or lighting systems or other related house equipment is in use. House technicians may be required prior to and after your event hours in order to set up, test, monitor and strike any facility systems or equipment.
5. House audio technicians are provided during normal working hours, Monday - Friday, 7:45am – 4:30pm, at no charge to Licensee. Beyond that, the Licensee is responsible for arranging for the house technician(s) for early mornings, nights, weekends and City recognized holidays by calling the Technical Systems Supervisor at 210-207-8564 or your assigned Event Services Coordinator. The cost for a house technician will be reflected on the final invoice to Licensee. See Section C. Equipment Rental, Services & Labor Rate Schedule.
6. There is a \$750.00 charge to remove and restore the **Orchestra Pit**. The orchestra pit requires one calendar day prior to use to remove and one day after use to replace.

7. For public events where tickets are sold or are issued to participants, an additional **\$3,000.00 damage deposit** is required to guarantee payment for any damages to the premises, or the exhibition of entertainment not allowed by contract. Deposit is due 30 days prior to the first contracted date, and is payable only by money order, cashier's check or cash.

C. EQUIPMENT RENTAL, SERVICES & LABOR RATE SCHEDULE

Room Set Equipment:

• Chairs – Exhibit Halls & Gallery (Vinyl, Terra Cotta Colored)	\$1.20 each
• Chairs - Meeting Rooms & Ballrooms (Grey)	\$1.20 each
• Tables (6'x30", 8'x30", 8'x15")	\$10.00 each
• Oval Tables – (5'x6')	\$10.00 each
• Risers (4'x8')	\$20.00 each
• Dance Floor (3'x3' sections)	\$5.00 each
• Meeting Room lecterns	\$35.00 each / per day
• Oak Ballroom lecterns	\$70.00 each / per day

Production / Industrial Equipment:

Note: Always subject to availability. Facility use always takes priority. Use of facility boom-lifts and scissor-lifts must be scheduled no later than one (1) week in advance. Use of all facility boom-lifts is only permitted between 6:30am–11:30pm. Facility boom-lifts and scissor-lifts must be operated by facility staff. Operator labor is included in the rental fee.

Fork-lift (1-ton)	\$65.00 1 st hour each day (\$20.00 per additional hour or portion of an hour per day)
Fork-lift (2-ton)	\$110.00 1 st hour each day (\$35.00 per additional hour or portion of an hour per day)
Boom-lift	\$180.00 min 3 hours each day (\$60.00 per additional hour or portion of an hour per day)
26 ft. Scissor-lift	\$120.00 min 3 hours each day (\$40.00 per additional hour or portion of an hour per day)
38 ft. Scissor-lift	\$180.00 min 3 hours each day (\$60.00 per additional hour or portion of an hour per day)

Audio Patch Fees:

• Recording-Out Patch Fee	\$20.00 per patch / per day \$400.00 per event max
• Audio-In Patch Fee	\$35.00 per patch / per day \$700.00 per event max
• Specialty Audio Patch Cables	\$5.00 per patch / per day

Video Patch Fees:

- Video Patch / Tie Fee (not Time Warner) \$15.00 per patch / per day
\$300.00 per event max
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- Satellite Tie-in Fee (from roof pad to central AV) \$50.00 per patch / per day

Lila Cockrell Theatre Sound & Lighting Packages:

- **BASIC SOUND SYSTEM** (Included in Theatre Rental)
Includes a small 1402 Mackie mixer, allowing the use of up to six (6) microphone inputs and one fold back mix to monitor wedges, maximum of two (2) stage wedges. Three (3) basic wired microphones included. Also includes the full-range front of house cabinets. Center cluster is gratis for customers renting balcony levels. Mix position can be done from backstage, stage right, or from the front of house position. Facility "approved" personnel required to run sound, light, and rigging systems. If facility personnel are available to operate systems, current labor rates will apply. Sub cabinets and audience front-fill speakers **are not** included. Effects and graphic EQ's **are not** included with this package. Audio technician **is not** included.
- **ENHANCED SOUND SYSTEM** (\$750.00 a day)
Includes a Mackie Digital 8 Bus console, allowing the use of up to 36 microphone inputs with 12 line inputs and multiple fold back mixes. The console has up to eight (8) stereo internal effects and graphic EQ. Playback equipment (CD player, cassette deck) is included in the enhanced sound system rental. Three (3) basic microphones included. Also includes the full-range front of house cabinets, sub cabinets and stage-mounted audience front-fill speakers. Center cluster is gratis for customers renting balcony levels. An analog 32 Channel DDA console is also available. Facility "approved" personnel required to run sound, light, and rigging systems. If facility personnel are available to operate systems, current labor rates will apply. Audio technician **is not** included.
- **LIGHTING**
House lights and 20 additional lights (**with exception of spot lights**) are included in the Theatre rental. Color gels and filters are not included and must be rented from an outside source. Lighting technician **is not** included.
Additional Light Fixtures \$7.00 each / per day \$500.00 per day max
·Spot Lights \$25.00 per hour (or any portion of an hr.)
- **Overtime Labor: (San Antonio Conventions, Sports and Entertainment employees. Not stage-hands)**
- **AV Technician** \$30.00 per hour *Tech. labor for system troubleshooting and house system monitoring.*
- **Sound/Light Board Operators:** \$35.00 per hour
- **HVAC: (Cooling or Heating during non event hours)** \$10 per unit / per hour